

Department of Community and Economic Development

Economic Development Committee Meeting

October 4, 2004

4:00 p.m.

4th Floor Conference Room 4A

City Hall

777 B Street

Hayward, CA 94541-5007

A G E N D A

Public Comments: (Note: For matters not otherwise listed on the agenda. The Committee welcomes your comments under this section but is prohibited by State Law from discussing items not listed on the agenda. Your item will be taken under consideration and referred to staff.)

- 1. Call to Order**
- 2. Approval of Minutes (September 13, 2004)**
- 3. Economic Development Activities Update for September**
- 4. Neighborhood Shopping Centers / Retail Update (Retail Real Estate Group)**
- 5. Committee Member Announcements**
- 6. Adjournment**



Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Please request the accommodation at least 48 hours in advance of the meeting by contacting Katy Ramirez at 510/583-4250 or by calling the TDD line for those with speech and hearing disabilities at 510/247-3340.

**ECONOMIC DEVELOPMENT COMMITTEE
REGULAR MEETING
Minutes
SEPTEMBER 13, 2004**

CALL TO ORDER: Chair Barrow called the meeting to order at 4:08 p.m.

ATTENDANCE:

Committee Member	Present 9/13/04	All Meetings Year to Date		Meetings Mandated By Resolution	
		Present	Absent	Present	Absent
Timothy Barrow (Chair)	✓	2		2	
Mayor Cooper	✓	2		2	
Council Member Ward	no	1	1	1	1
Council Member Dowling	✓	2		2	
Joyce Jaquith	✓	2		2	
Ed Mullins (Vice Chair)	✓	2		2	
Joel Peña	✓	2		2	
Lisa Ringer	✓	1	1	1	1
Kenneth Gibson	✓	2		2	

OTHERS ATTENDING: Jesús Armas, City Manager
Sylvia Ehrenthal, Director of Community & Economic Development
Sally Porfido, Economic Development Specialist

PUBLIC COMMENT: None

APPROVAL OF MINUTES: The minutes of July 12, 2004 were approved.

ELECTION AND SEATING OF FY 2004-2005 EDC OFFICERS:

The EDC Nominating Committee nominated Ed Mullins as Chair and Joel Pena as Vice Chair of the Economic Development Committee for FY 2004-2005. These nominations were unanimously approved by Committee members.

APPROVAL OF EDC TOPICS BY MONTH:

The schedule was approved as presented by staff.

BUILDING PERMIT PROCESS IMPROVEMENTS:

Sylvia Ehrental gave a presentation on improvements to the building permit process. Over the past three years, City staff has implemented significant improvements to the building permit issuance process. In the past, it was found that applications were often incomplete. Consequently, the City instituted a requirement that all applications for building permits be complete when accepted for processing. This has reduced processing time so that even complex development applications now generally take 25 working days or less to approval or the first punchlist which details the changes or clarifying information required.

Eden Systems is the Permit tracking software used by the City Of Hayward. Since it became fully operational, and all Permit Center staff trained in its use, the issuance of permits, calculation of fees, and tracking of permits and inspections has been available to more than 50 concurrent staff users. The process allows the Building Official and Division Managers to monitor the timeliness of permit reviews, identify problems as they arise and resolve them quickly.

The permit tracking software has also facilitated the generation of management reports that the Building Official is able to review in order to balance staff workloads; identify problems causing punchlists to be late and make the necessary changes. Ms. Ehrental stated that soon the public will have internet access to project permit applications. Project information will be available based on address and permit number.

COMMITTEE MEMBER ANNOUNCEMENTS:

Lisa Ringer reported that Mervyns was bought by a partnership between 4 different companies. At this point, it is expected that Mervyn's will continue to operate as it has to date. Mayor Cooper and City Manager Armas will be meeting with Mervyns President, Diane Neal next month.

ADJOURNMENT: Meeting was adjourned at 5:05 p.m.